

Cambridge EDA Meeting – Monday, April 19, 2021, 5:45 pm
City Council Chambers, 300 3rd Avenue NE
Meeting Announcement and Agenda

Members of the audience are encouraged to follow along with the meeting's agenda. Agendas are available on the table just outside the Council Chambers entrance door.

Tentative Time	Agenda Item
	1. Call to Order
	2. Approval of Agenda
	3. Consent Agenda
	A. Approval of Minutes 1. February 16, 2021 meeting minutes (p. 3) 2. April 5, 2021 special meeting minutes (p. 5)
	B. Approve EDA Draft January 2021 Financial Statements (p. 7)
	C. Approve EDA Draft February 2021 Financial Statements (p. 20)
	D. Approve EDA Admin Division Bills Checks #119195- #119391 Totaling \$6,394.28 (p. 36) (carryover from cancelled March meeting)
	E. Approve EDA Admin Division Bills Checks # 119405- #119700 Totaling \$13,759.72 (p. 45)
	F. Resolution updating bank signers effective 5/4/2021 (p. 57)
	G. Housing Supervisor's Monthly Report (March & April) (p. 58)
	4. Work Session
	5. Unfinished Business
	6. New Business
	A. Bridge Park Bathroom Renovations (p. 60)
	7. Adjourn

Notice to the hearing impaired: Upon request to City Staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

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Cambridge Economic Development Authority (EDA)

Regular Meeting Minutes – February 16, 2021

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Tuesday, February 16, 2021 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: EDA members Bob Shogren, Mark Ziebarth, Lisa Iverson, Jim Godfrey and Kersten Conley.

Staff present: Executive Director Moe, City Administrator Woulfe, Assistant City Administrator Vogel, and Public Works Director Schwab.

Call to Order

Shogren called the meeting to order at 5:45 p.m.

Approval of Agenda

Ziebarth moved, seconded by Godfrey, to approve the agenda. Ziebarth, Iverson, Godfrey, Conley, and Shogren all voted aye, and the motion carried unanimously.

Annual Meeting – Election of Officers

Godfrey moved, seconded by Conley, to nominate Bob Shogren as President.

Godfrey moved, seconded by Iverson, to nominate Mark Ziebarth as Vice President.

Shogren moved, seconded by Iverson, to nominate Kersten Conley as Treasurer.

Iverson moved, seconded by Ziebarth, to nominate Evan Vogel as Secretary.

Shogren moved, seconded by Godfrey to appoint Caroline Moe as Executive Director, and to appoint Linda Gerlach as Assistant Treasurer.

Roll call was taken for each separate motion, and Ziebarth, Iverson, Godfrey, Conley, and Shogren all voted aye for each motion. There were no nays. Each motion passed unanimously.

The EDA Code of Conduct and Bylaws was then reviewed and discussed with no motions.

Consent Agenda

Iverson moved, seconded by Ziebarth, to approve consent agenda items A – G:

- A. Approval of January 19, 2021 meeting minutes
- B. Approve EDA Draft December 2020 Financial Statements
- C. Housing Division January 2021 Bills ACH only, Totaling \$5,673.64
- D. Approve EDA Admin Division Bills Checks #118937- #119185 Totaling \$201,367.23
- E. Housing Supervisor's Monthly Report
- F. Approve Renewal of City Center Lease with Pregnancy Resource Center
- G. Update Just for Paws

Upon call of the roll, Ziebarth, Iverson, Godfrey, Conley, and Shogren all voted aye, no nays. Motion carried unanimously.

Work Session

There were no items under the work session.

Unfinished Business

There were no items under the unfinished business.

New Business

Consider Application for Grant to Install Sprinkler System at Bridge Park

Moe informed the board that staff was contacted by the U.S. Department of Housing and Urban Development (HUD) about a loan program available through the Minnesota Housing Finance Agency (MHFA). This program has \$15 million available for zero-interest loans for the rehab of public housing, with preference going towards projects that install or modernize fire suppression systems. She said Bridge Park Apartments do not have a sprinkler system for suppressing fires. The building was built in 1973 with blockwork construction between apartment units, but used more the more flammable sheetrock for the interior walls or each unit. Moe said the most restrictive requirement of the loan, is that the property must remain in public ownership for 35 years. She noted the Bridge Park operating budget, which is funded by tenant rent and HUD subsidies, would be able to absorb the annual costs, assuming the total project cost did not exceed \$350,000. Godfrey moved, seconded by Conley, to apply for the zero-interest loan program from Minnesota Housing Finance Agency to install a sprinkler system at Bridge Park. Upon roll call, Ziebarth, Iverson, Godfrey, Conley, and Shogren all voted aye, and the motion passed unanimously.

Adjournment

Ziebarth moved, seconded by Conley, to adjourn the meeting at 5:56 p.m. Motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

Cambridge Economic Development Authority (EDA)

Special Meeting Minutes – April 5, 2021

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, April 5, 2021 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: EDA members Bob Shogren, Mark Ziebarth, Lisa Iverson, Jim Godfrey, and Kersten Conley (via Zoom).

Staff present: Executive Director Moe, Assistant City Administrator Vogel, and City Administrator Woulfe.

Call to Order

Shogren called the meeting to order at 7:26 p.m.

Approval of Agenda

Ziebarth moved, seconded by Godfrey, to approve the agenda. Upon roll call, Ziebarth, Godfrey, Conley, Shogren, and Iverson all voted aye. Motion carried unanimously.

New Business

Call for Public Hearing to Amend Capital Improvement Plan

Moe stated the Cambridge EDA has already adopted its 2021 and Five-Year Capital Housing Plan (PHA), as required by the US Department of Housing and Urban Development (HUD). She said any amendments to the plan that include new projects, may only be done after a public hearing. Moe said Bridge Park Apartments has applied to participate in the Minnesota Housing Finance Agency (MHFA) Publicly Owned Housing Program (PHOP) to install a sprinkler system, but it still needs to be approved. With the potential of the sprinkler project being approved, Moe said the council will need to call for a public hearing so the HUD PHA plan can be amended to include the project. She recommended they hold the hearing on Monday, June 21, 2021 at 5:45 pm. Iverson moved, seconded by Godfrey, to hold a public hearing on Monday, June 21, 2021 at 5:45 pm to amend the 2021 and Five-Year PHA for to meet HUD requirements. Upon roll call, Ziebarth, Conley, Shogren, Iverson, and Godfrey all voted aye, and the motion passed unanimously.

Resolution EDA R21-001 Amending of EDA Admin Budget

Moe stated an amendment to the 2020 EDA Administration Special Revenue Fund Budget needed to be made. She said it was a routine cleanup procedure to prepare the financial statements for the annual audit. Moe said all of the changes to the budget have been previously discussed and approved by board members. Godfrey moved, seconded by Ziebarth, to approve Resolution EDA R21-001 amending the 2020 EDA Administration Special Revenue

Fund Budget. Upon roll call, Ziebarth, Shogren, Conley, Godfrey, and Iverson all voted their approval. The motion passed unanimously.

Adjournment

Iverson moved, seconded by Godfrey, to adjourn the meeting at 7:28 p.m. Upon roll call, Shogren, Iverson, Conley, Ziebarth, and Godfrey all voted aye. The motion carried unanimously.

Bob Shogren, President

ATTEST:

Caroline Moe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
JANUARY 31, 2021

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(8,104.84)	
901-10102	INVESTMENTS--PBC		120,302.11	
901-10200	EDA OPERATING ACCOUNT-LOW RENT		120,534.07	
901-15500	PREPAID EXPENSES		323.50	
901-16100	LAND AND LAND IMPROVEMENTS		134,042.37	
901-16200	BUILDINGS AND STRUCTURES		474,877.78	
901-16250	BUILDING IMPROVEMENTS		1,239,980.52	
901-16300	SITE IMPROVEMENTS		103,618.10	
901-16350	NON-DWELLING STRUCTURES		76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE		34,782.90	
901-16450	FURN, EQUIP, MACH-ADMIN		42,422.71	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,770,802.85)	
	TOTAL ASSETS			<u>567,985.57</u>

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS		127.50	
901-22800	TENANT SECURITY DEPOSITS		30,352.00	
	TOTAL LIABILITIES			30,479.50

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS		229,117.42	
901-27300	INVESTED IN CAPITAL ASSETS		301,555.77	
901-27400	HUD OPERATING RESERVE MEMO		227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		6,832.88	
	BALANCE - CURRENT DATE		6,832.88	
	TOTAL FUND EQUITY			<u>537,506.07</u>
	TOTAL LIABILITIES AND EQUITY			<u>567,985.57</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	70,000.00	70,000.00	4,374.00	65,626.00	6.25	73,071.00
901-33161 COVID 19 OPERATING GRANT	.00	.00	.00	.00	.00	11,246.00
TOTAL INTERGOVERNMENTAL REVE	70,000.00	70,000.00	4,374.00	65,626.00	6.25	84,317.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	90.25	209.75	30.08	400.64
TOTAL INTEREST & MISC INCOME	300.00	300.00	90.25	209.75	30.08	400.64
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	170,000.00	170,000.00	14,476.00	155,524.00	8.52	182,047.00
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	225.55	3,774.45	5.64	3,114.26
TOTAL RENTAL INCOME	174,000.00	174,000.00	14,701.55	159,298.45	8.45	185,161.26
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL FUND REVENUE	279,300.00	279,300.00	19,165.80			297,403.90

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	36,990.00	36,990.00	3,759.24 (33,230.76)	10.16	32,674.18
901-49500-121 PERA (EMPLOYER)	2,774.00	2,774.00	281.95 (2,492.05)	10.16	2,450.56
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,830.00	2,830.00	255.41 (2,574.59)	9.03	2,231.06
901-49500-131 MEDICAL/LIFE/DENTAL	10,344.00	10,344.00	1,717.86 (8,626.14)	16.61	8,435.94
901-49500-151 WORKERS' COMPENSATION PREMIU	280.00	280.00	.00 (280.00)	.00	138.82
901-49500-154 HRA/FLEX FEES	100.00	100.00	.00 (100.00)	.00	68.65
<i>TOTAL PERSONAL SERVICES</i>	<u>53,318.00</u>	<u>53,318.00</u>	<u>6,014.46 (</u>	<u>47,303.54)</u>	<u>11.28</u>	<u>45,999.21</u>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,976.00	1,976.00	.00 (1,976.00)	.00	1,931.42
<i>TOTAL SUPPLIES</i>	<u>1,976.00</u>	<u>1,976.00</u>	<u>.00 (</u>	<u>1,976.00)</u>	<u>.00</u>	<u>1,931.42</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	500.00	500.00	.00 (500.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	.00 (3,000.00)	.00	2,000.00
901-49500-313 IT MGMT & BACKUP	4,700.00	4,700.00	444.20 (4,255.80)	9.45	5,330.40
901-49500-321 TELEPHONE EXPENSE	6,700.00	6,700.00	41.50 (6,658.50)	.62	6,142.35
901-49500-322 POSTAGE	50.00	50.00	.00 (50.00)	.00	110.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00 (100.00)	.00	55.78
901-49500-340 ADVERTISING	300.00	300.00	.00 (300.00)	.00	24.50
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>15,350.00</u>	<u>15,350.00</u>	<u>485.70 (</u>	<u>14,864.30)</u>	<u>3.16</u>	<u>13,663.03</u>
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	21.87 (178.13)	10.94	174.03
901-49500-433 DUES AND SUBSCRIPTIONS	3,100.00	3,100.00	2,170.00 (930.00)	70.00	2,884.00
901-49500-440 STAFF TRAINING	400.00	400.00	.00 (400.00)	.00	85.00
<i>TOTAL MISCELLANEOUS</i>	<u>3,700.00</u>	<u>3,700.00</u>	<u>2,191.87 (</u>	<u>1,508.13)</u>	<u>59.24</u>	<u>3,143.03</u>
TOTAL LOW RENT ADMINISTRATION	<u><u>74,344.00</u></u>	<u><u>74,344.00</u></u>	<u><u>8,692.03 (</u></u>	<u><u>65,651.97)</u></u>	<u><u>11.69</u></u>	<u><u>64,736.69</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>							
<i>SUPPLIES</i>							
901-49600-210	REC, PUB & OTHER SERVICES	4,000.00	4,000.00	(1,300.00)	(5,300.00)	(32.50)	6,416.60
	<i>TOTAL SUPPLIES</i>	4,000.00	4,000.00	(1,300.00)	(5,300.00)	(32.50)	6,416.60
	TOTAL LOW RENT TENANT SERVICE	4,000.00	4,000.00	(1,300.00)	(5,300.00)	(32.50)	6,416.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,000.00	24,000.00	2,022.99	(21,977.01)	8.43	17,059.86
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	151.72	(1,648.28)	8.43	1,268.45
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	137.38	(1,698.62)	7.48	1,250.92
901-49700-131 MEDICAL/DENTAL/LIFE	5,172.00	5,172.00	763.50	(4,408.50)	14.76	4,218.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	.00	(1,584.00)	.00	789.88
TOTAL PERSONAL SERVICES	34,392.00	34,392.00	3,075.59	(31,316.41)	8.94	24,587.11
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	42.40	(3,957.60)	1.06	2,825.38
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	.00
TOTAL SUPPLIES	4,200.00	4,200.00	42.40	(4,157.60)	1.01	2,825.38
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	1,005.03	(33,994.97)	2.87	40,761.75
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	.00	(11,364.00)	.00	10,826.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	14,187.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	.00	(36,000.00)	.00	36,458.79
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	541.79	(8,458.21)	6.02	6,808.82
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	.00	(3,000.00)	.00	1,527.75
901-49700-384 REFUSE HAULING	4,000.00	4,000.00	276.08	(3,723.92)	6.90	3,784.38
TOTAL OTHER SERVICES AND CHA	111,364.00	111,364.00	1,822.90	(109,541.10)	1.64	114,354.49
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	45,000.00	45,000.00	.00	(45,000.00)	.00	42,476.65
TOTAL MISCELLANEOUS	45,000.00	45,000.00	.00	(45,000.00)	.00	42,476.65
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL IMPROVEMENTS/BETTERM	6,000.00	6,000.00	.00	(6,000.00)	.00	.00
TOTAL LOW RENT MAINTENANCE	200,956.00	200,956.00	4,940.89	(196,015.11)	2.46	184,243.63

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	279,300.00	279,300.00	12,332.92			255,396.92
NET REVENUES OVER EXPENDITURE	.00	.00	6,832.88			42,006.98

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
904-33160 HUD CAPITAL GRANTS	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
 TOTAL FUND REVENUE	<u>35,000.00</u>	<u>35,000.00</u>	<u>.00</u>			<u>27,525.00</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	.00			27,525.00
NET REVENUES OVER EXPENDITURE	.00	.00	.00			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	12,253.79
TOTAL INTEREST	.00	.00	.00	.00	.00	12,253.79
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	500.00
205-37220 RENTAL FEES	240,000.00	240,000.00	26,755.04	213,244.96	11.15	272,360.81
TOTAL MALL OPERATING REVENUES	240,000.00	240,000.00	26,755.04	213,244.96	11.15	272,860.81
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	130,000.00	130,000.00	.00	130,000.00	.00	294,391.00
TOTAL TRANSFERS FROM OTHER FU	130,000.00	130,000.00	.00	130,000.00	.00	294,391.00
TOTAL FUND REVENUE	370,000.00	370,000.00	26,755.04			579,505.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	152,366.87
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	.00	(2,500.00)	.00	1,189.84
205-41930-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	7,544.47
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	.00	(191.00)	.00	7,480.92
205-41930-131 MEDICAL/DENTAL/LIFE	.00	.00	(1,519.80)	(1,519.80)	.00	19,560.30
205-41930-133 DEDUCTIBLE CONTRIBUTION	.00	.00	.00	.00	.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	371.55
205-41930-154 HRA/FLEX FEES	.00	.00	.00	.00	.00	68.65
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	(1,519.80)	(4,210.80)	(56.48)	189,782.60
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	.00	(250.00)	.00	228.99
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	200.00	200.00	.00	(200.00)	.00	.00
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	.00	(3,300.00)	.00	.00
TOTAL SUPPLIES	3,750.00	3,750.00	.00	(3,750.00)	.00	228.99
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00	(5,000.00)	.00	3,675.00
205-41930-313 IT MGMT & BACKUP	3,000.00	3,000.00	444.20	(2,555.80)	14.81	5,330.40
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	89.69	(1,310.31)	6.41	1,084.45
205-41930-331 TRAVEL/MEALS/LODGING	800.00	800.00	.00	(800.00)	.00	6.10
205-41930-334 MILEAGE REIMBURSEMENT	1,200.00	1,200.00	.00	(1,200.00)	.00	202.40
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00	(200.00)	.00	20.00
205-41930-360 INSURANCE AND BONDS	2,100.00	2,100.00	.00	(2,100.00)	.00	1,922.49
205-41930-381 ELECTRIC UTILITIES	.00	.00	.00	.00	.00	1,744.69
205-41930-382 WATER/SEWER/STORM PROPERTY A	75.00	75.00	.00	(75.00)	.00	41.86
205-41930-383 GAS UTILITIES	.00	.00	.00	.00	.00	456.92
TOTAL OTHER SERVICES & CHARG	13,775.00	13,775.00	533.89	(13,241.11)	3.88	14,484.31
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	.00	(15,000.00)	.00	28,080.00
205-41930-430 MISCELLANEOUS	.00	.00	56.00	56.00	.00	46.00
205-41930-433 DUES AND SUBSCRIPTIONS	2,800.00	2,800.00	295.00	(2,505.00)	10.54	295.00
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	175.00	(1,325.00)	11.67	704.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	30,000.00	30,000.00	.00	(30,000.00)	.00	28,618.78
205-41930-489 IND PARK MARKETING	10,500.00	10,500.00	.00	(10,500.00)	.00	2,400.00
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL MISCELLANEOUS	62,800.00	62,800.00	526.00	(62,274.00)	.84	58,143.78
TOTAL EDA ADMINISTRATION	83,016.00	83,016.00	(459.91)	(83,475.91)	(.55)	262,639.68

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	27,654.00	27,654.00	3,247.19	(24,406.81)	11.74	28,009.77
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	7,000.00	7,000.00	773.64	(6,226.36)	11.05	4,006.79
205-47000-121 PERA (EMPLOYER)	4,904.00	4,904.00	243.54	(4,660.46)	4.97	2,088.36
205-47000-122 FICA/MEDICARE (EMPLOYER)	5,003.00	5,003.00	298.83	(4,704.17)	5.97	2,367.24
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	1,415.41	(7,226.59)	16.38	8,321.40
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	2,593.00	2,593.00	.00	(2,593.00)	.00	1,266.71
205-47000-154 HRA/FLEX FEES	100.00	100.00	.00	(100.00)	.00	34.35
TOTAL PERSONAL SERVICES	57,496.00	57,496.00	5,978.61	(51,517.39)	10.40	46,094.62
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	16.99	(183.01)	8.50	255.34
205-47000-212 GASOLINE/FUEL	125.00	125.00	.00	(125.00)	.00	23.87
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	163.20	(14,836.80)	1.09	10,980.21
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	.00	(1,000.00)	.00	3,463.44
TOTAL SUPPLIES	16,325.00	16,325.00	180.19	(16,144.81)	1.10	14,722.86
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	20.75	(329.25)	5.93	252.97
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	.00	(6,000.00)	.00	4,976.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	.00	(20,500.00)	.00	14,855.22
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	391.88	(4,808.12)	7.54	5,009.37
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	.00	(4,200.00)	.00	2,250.46
205-47000-384 REFUSE HAULING	6,800.00	6,800.00	346.24	(6,453.76)	5.09	5,195.18
TOTAL OTHER SERVICES & CHARG	43,050.00	43,050.00	758.87	(42,291.13)	1.76	32,539.20
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	.00	(16,000.00)	.00	31,905.05
205-47000-413 BNSF PARKING LOT LEASE	1,750.00	1,750.00	2,421.50	671.50	138.37	1,716.20
205-47000-440 SCHOOLS & MEETINGS	.00	.00	.00	.00	.00	20.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	.00	(12,000.00)	.00	.20
205-47000-499 MALL ROOF PROJECT	.00	.00	.00	.00	.00	31,875.20
TOTAL MISCELLANEOUS	29,750.00	29,750.00	2,421.50	(27,328.50)	8.14	65,516.25
TOTAL MALL OPERATING EXPENSES	146,621.00	146,621.00	9,339.17	(137,281.83)	6.37	158,872.93

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	229,637.00	229,637.00	8,879.26			421,512.61
NET REVENUES OVER EXPENDITURE	140,363.00	140,363.00	17,875.78			157,992.99

CITY OF CAMBRIDGE
BALANCE SHEET
FEBRUARY 28, 2021

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10010	CASH AND INVESTMENTS	(2,147.23)	
901-10102	INVESTMENTS--PBC	120,505.81	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	118,013.98	
901-15500	PREPAID EXPENSES	323.50	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,239,980.52	
901-16300	SITE IMPROVEMENTS	103,618.10	
901-16350	NON-DWELLING STRUCTURES	76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	34,782.90	
901-16450	FURN, EQUIP, MACH-ADMIN	42,422.71	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,770,802.85)	
	TOTAL ASSETS		<u>571,626.79</u>

LIABILITIES AND EQUITY

LIABILITIES

901-22600	TENANT SECURITY DEPOSITS	31,274.00	
	TOTAL LIABILITIES		31,274.00

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	229,117.42	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>9,679.60</u>	
	BALANCE - CURRENT DATE	<u>9,679.60</u>	
	TOTAL FUND EQUITY		<u>540,352.79</u>
	TOTAL LIABILITIES AND EQUITY		<u>571,626.79</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	70,000.00	70,000.00	8,748.00	61,252.00	12.50	73,071.00
901-33161 COVID 19 OPERATING GRANT	.00	.00	.00	.00	.00	11,246.00
TOTAL INTERGOVERNMENTAL REVE	70,000.00	70,000.00	8,748.00	61,252.00	12.50	84,317.00
<u>INTEREST & MISC INCOME</u>						
901-36210 INTEREST EARNINGS	300.00	300.00	305.00	(5.00)	101.67	400.64
TOTAL INTEREST & MISC INCOME	300.00	300.00	305.00	(5.00)	101.67	400.64
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	170,000.00	170,000.00	28,317.00	141,683.00	16.66	182,047.00
901-37221 LAUNDRY INCOME BRIDGE PARK	4,000.00	4,000.00	529.76	3,470.24	13.24	3,114.26
TOTAL RENTAL INCOME	174,000.00	174,000.00	28,846.76	145,153.24	16.58	185,161.26
<u>OTHER FINANCING SOURCES</u>						
901-39203 TRANSFERS FROM OTHER FUNDS	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL OTHER FINANCING SOURCES	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL FUND REVENUE	279,300.00	279,300.00	37,899.76			297,403.90

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-103 ADMIN PART-TIME - REGULAR	36,990.00	36,990.00	6,594.90	(30,395.10)	17.83	32,674.18
901-49500-121 PERA (EMPLOYER)	2,774.00	2,774.00	494.63	(2,279.37)	17.83	2,450.56
901-49500-122 FICA/MEDICARE (EMPLOYER)	2,830.00	2,830.00	450.53	(2,379.47)	15.92	2,231.06
901-49500-131 MEDICAL/LIFE/DENTAL	10,344.00	10,344.00	2,481.35	(7,862.65)	23.99	8,435.94
901-49500-151 WORKERS' COMPENSATION PREMIU	280.00	280.00	.00	(280.00)	.00	138.82
901-49500-154 HRA/FLEX FEES	100.00	100.00	21.40	(78.60)	21.40	68.65
<i>TOTAL PERSONAL SERVICES</i>	<u>53,318.00</u>	<u>53,318.00</u>	<u>10,042.81</u>	<u>(43,275.19)</u>	<u>18.84</u>	<u>45,999.21</u>
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	1,976.00	1,976.00	13.70	(1,962.30)	.69	1,931.42
<i>TOTAL SUPPLIES</i>	<u>1,976.00</u>	<u>1,976.00</u>	<u>13.70</u>	<u>(1,962.30)</u>	<u>.69</u>	<u>1,931.42</u>
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-304 LEGAL FEES	500.00	500.00	.00	(500.00)	.00	.00
901-49500-306 AUDITING	3,000.00	3,000.00	.00	(3,000.00)	.00	2,000.00
901-49500-313 IT MGMT & BACKUP	4,700.00	4,700.00	888.40	(3,811.60)	18.90	5,330.40
901-49500-321 TELEPHONE EXPENSE	6,700.00	6,700.00	654.43	(6,045.57)	9.77	6,142.35
901-49500-322 POSTAGE	50.00	50.00	.00	(50.00)	.00	110.00
901-49500-331 TRAVEL/MEALS/LODGING	100.00	100.00	.00	(100.00)	.00	55.78
901-49500-340 ADVERTISING	300.00	300.00	.00	(300.00)	.00	24.50
<i>TOTAL OTHER SERVICES AND CHA</i>	<u>15,350.00</u>	<u>15,350.00</u>	<u>1,542.83</u>	<u>(13,807.17)</u>	<u>10.05</u>	<u>13,663.03</u>
<i>MISCELLANEOUS</i>						
901-49500-413 RENTALS - OFFICE EQUIPMENT	200.00	200.00	21.87	(178.13)	10.94	174.03
901-49500-433 DUES AND SUBSCRIPTIONS	3,100.00	3,100.00	2,864.00	(236.00)	92.39	2,884.00
901-49500-440 STAFF TRAINING	400.00	400.00	.00	(400.00)	.00	85.00
<i>TOTAL MISCELLANEOUS</i>	<u>3,700.00</u>	<u>3,700.00</u>	<u>2,885.87</u>	<u>(814.13)</u>	<u>78.00</u>	<u>3,143.03</u>
TOTAL LOW RENT ADMINISTRATION	<u><u>74,344.00</u></u>	<u><u>74,344.00</u></u>	<u><u>14,485.21</u></u>	<u><u>(59,858.79)</u></u>	<u><u>19.48</u></u>	<u><u>64,736.69</u></u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>						
<i>SUPPLIES</i>						
901-49600-210 REC, PUB & OTHER SERVICES	4,000.00	4,000.00	(772.55)	(4,772.55)	(19.31)	6,416.60
<i>TOTAL SUPPLIES</i>	4,000.00	4,000.00	(772.55)	(4,772.55)	(19.31)	6,416.60
TOTAL LOW RENT TENANT SERVICE	4,000.00	4,000.00	(772.55)	(4,772.55)	(19.31)	6,416.60

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-103 MAINT PT EMPLOYEES - REGULAR	24,000.00	24,000.00	3,481.83	(20,518.17)	14.51	17,059.86
901-49700-121 PERA (EMPLOYER)	1,800.00	1,800.00	261.13	(1,538.87)	14.51	1,268.45
901-49700-122 FICA/MEDICARE (EMPLOYER)	1,836.00	1,836.00	237.76	(1,598.24)	12.95	1,250.92
901-49700-131 MEDICAL/DENTAL/LIFE	5,172.00	5,172.00	1,145.25	(4,026.75)	22.14	4,218.00
901-49700-151 WORKERS' COMPENSATION PREMIU	1,584.00	1,584.00	.00	(1,584.00)	.00	789.88
TOTAL PERSONAL SERVICES	34,392.00	34,392.00	5,125.97	(29,266.03)	14.90	24,587.11
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	4,000.00	4,000.00	197.58	(3,802.42)	4.94	2,825.38
901-49700-212 FUEL PURCHASE	200.00	200.00	.00	(200.00)	.00	.00
TOTAL SUPPLIES	4,200.00	4,200.00	197.58	(4,002.42)	4.70	2,825.38
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	35,000.00	35,000.00	1,655.65	(33,344.35)	4.73	40,761.75
901-49700-360 INSURANCE AND BONDS	11,364.00	11,364.00	.00	(11,364.00)	.00	10,826.00
901-49700-370 PAYMENT IN LIEU OF TAXES	13,000.00	13,000.00	.00	(13,000.00)	.00	14,187.00
901-49700-381 ELECTRIC UTILITIES	36,000.00	36,000.00	5,550.84	(30,449.16)	15.42	36,458.79
901-49700-382 WATER/WASTEWATER UTILITIES	9,000.00	9,000.00	1,110.15	(7,889.85)	12.34	6,808.82
901-49700-383 GAS UTILITIES	3,000.00	3,000.00	315.15	(2,684.85)	10.51	1,527.75
901-49700-384 REFUSE HAULING	4,000.00	4,000.00	552.16	(3,447.84)	13.80	3,784.38
TOTAL OTHER SERVICES AND CHA	111,364.00	111,364.00	9,183.95	(102,180.05)	8.25	114,354.49
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	45,000.00	45,000.00	.00	(45,000.00)	.00	42,476.65
TOTAL MISCELLANEOUS	45,000.00	45,000.00	.00	(45,000.00)	.00	42,476.65
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-501 REPLACEMENT OF EQUIPMENT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
901-49700-502 BETTERMENTS AND ADDITIONS	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
TOTAL IMPROVEMENTS/BETTERM	6,000.00	6,000.00	.00	(6,000.00)	.00	.00
TOTAL LOW RENT MAINTENANCE	200,956.00	200,956.00	14,507.50	(186,448.50)	7.22	184,243.63

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	279,300.00	279,300.00	28,220.16			255,396.92
NET REVENUES OVER EXPENDITURE	.00	.00	9,679.60			42,006.98

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
904-33160 HUD CAPITAL GRANTS	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
 TOTAL FUND REVENUE	 35,000.00	 35,000.00	 .00			 27,525.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	.00			27,525.00
NET REVENUES OVER EXPENDITURE	.00	.00	.00			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
904-33160 HUD CAPITAL GRANTS	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL INTERGOVERNMENTAL REVE	35,000.00	35,000.00	.00	35,000.00	.00	27,525.00
TOTAL FUND REVENUE	35,000.00	35,000.00	.00			27,525.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER FINANCING USES</u>							
904-49300-720	TRANSFERS OUT	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00
	<i>TOTAL FUNCTION 7</i>	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00
	TOTAL OTHER FINANCING USES	35,000.00	35,000.00	.00	(35,000.00)	.00	27,525.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 904 - CAPITAL FUND PROGRAM-HUD

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	35,000.00	35,000.00	.00			27,525.00
NET REVENUES OVER EXPENDITURE	.00	.00	.00			.00

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	.00	.00	.00	.00	.00	12,253.79
TOTAL INTEREST	.00	.00	.00	.00	.00	12,253.79
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	.00	.00	.00	500.00
205-37220 RENTAL FEES	240,000.00	240,000.00	48,502.91	191,497.09	20.21	272,360.81
TOTAL MALL OPERATING REVENUES	240,000.00	240,000.00	48,502.91	191,497.09	20.21	272,860.81
<u>TRANSFERS FROM OTHER FUNDS</u>						
205-39203 TRANSFERS FROM OTHER FUNDS	130,000.00	130,000.00	.00	130,000.00	.00	294,391.00
TOTAL TRANSFERS FROM OTHER FU	130,000.00	130,000.00	.00	130,000.00	.00	294,391.00
TOTAL FUND REVENUE	<u>370,000.00</u>	<u>370,000.00</u>	<u>48,502.91</u>			<u>579,505.60</u>

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-101 FULL-TIME EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	152,366.87
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	175.00 (2,325.00)	7.00	1,189.84
205-41930-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	7,544.47
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	13.38 (177.62)	7.01	7,480.92
205-41930-131 MEDICAL/DENTAL/LIFE	.00	.00	(1,519.80)	(1,519.80)	.00	19,560.30
205-41930-133 DEDUCTIBLE CONTRIBUTION	.00	.00	.00	.00	.00	1,200.00
205-41930-151 WORKERS' COMPENSATION PREMIU	.00	.00	.00	.00	.00	371.55
205-41930-154 HRA/FLEX FEES	.00	.00	.00	.00	.00	68.65
TOTAL PERSONAL SERVICES	2,691.00	2,691.00	(1,331.42)	(4,022.42)	(49.48)	189,782.60
<i>SUPPLIES</i>						
205-41930-201 OFFICE SUPPLIES	250.00	250.00	.00 (250.00)	.00	228.99
205-41930-221 REPAIR & MAINT VEH/EQUIPMENT	200.00	200.00	.00 (200.00)	.00	.00
205-41930-240 SMALL TOOLS & MINOR EQUIPMENT	3,300.00	3,300.00	.00 (3,300.00)	.00	.00
TOTAL SUPPLIES	3,750.00	3,750.00	.00 (3,750.00)	.00	228.99
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	992.30 (4,007.70)	19.85	3,675.00
205-41930-313 IT MGMT & BACKUP	3,000.00	3,000.00	888.40 (2,111.60)	29.61	5,330.40
205-41930-321 TELEPHONE/CELLULAR	1,400.00	1,400.00	179.38 (1,220.62)	12.81	1,084.45
205-41930-331 TRAVEL/MEALS/LODGING	800.00	800.00	.00 (800.00)	.00	6.10
205-41930-334 MILEAGE REIMBURSEMENT	1,200.00	1,200.00	.00 (1,200.00)	.00	202.40
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00 (200.00)	.00	20.00
205-41930-360 INSURANCE AND BONDS	2,100.00	2,100.00	.00 (2,100.00)	.00	1,922.49
205-41930-381 ELECTRIC UTILITIES	.00	.00	30.84	30.84	.00	1,744.69
205-41930-382 WATER/SEWER/STORM PROPERTY A	75.00	75.00	.00 (75.00)	.00	41.86
205-41930-383 GAS UTILITIES	.00	.00	21.60	21.60	.00	456.92
TOTAL OTHER SERVICES & CHARG	13,775.00	13,775.00	2,112.52 (11,662.48)	15.34	14,484.31
<i>MISCELLANEOUS</i>						
205-41930-407 HWY 95 PROPERTY ACQ MAINT EXP	15,000.00	15,000.00	.00 (15,000.00)	.00	26,080.00
205-41930-430 MISCELLANEOUS	.00	.00	56.00	56.00	.00	46.00
205-41930-433 DUES AND SUBSCRIPTIONS	2,800.00	2,800.00	295.00 (2,505.00)	10.54	295.00
205-41930-440 SCHOOLS & MEETINGS	1,500.00	1,500.00	175.00 (1,325.00)	11.67	704.00
205-41930-451 TAX ABATEMENT-MOTEK/TEAM IND	30,000.00	30,000.00	.00 (30,000.00)	.00	28,618.78
205-41930-489 IND PARK MARKETING	10,500.00	10,500.00	.00 (10,500.00)	.00	2,400.00
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00 (3,000.00)	.00	.00
TOTAL MISCELLANEOUS	62,800.00	62,800.00	526.00 (62,274.00)	.84	58,143.78
TOTAL EDA ADMINISTRATION	83,016.00	83,016.00	1,307.10 (81,708.90)	1.57	262,639.68

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	27,654.00	27,654.00	5,411.99	(22,242.01)	19.57	28,009.77
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	7,000.00	7,000.00	773.64	(6,226.36)	11.05	4,006.79
205-47000-121 PERA (EMPLOYER)	4,904.00	4,904.00	405.90	(4,498.10)	8.28	2,088.36
205-47000-122 FICA/MEDICARE (EMPLOYER)	5,003.00	5,003.00	458.59	(4,544.41)	9.17	2,367.24
205-47000-131 MEDICAL/DENTAL/LIFE	8,642.00	8,642.00	2,105.49	(6,536.51)	24.36	8,321.40
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	.00
205-47000-151 WORKERS' COMPENSATION PREMIU	2,593.00	2,593.00	.00	(2,593.00)	.00	1,266.71
205-47000-154 HRA/FLEX FEES	100.00	100.00	10.70	(89.30)	10.70	34.35
TOTAL PERSONAL SERVICES	57,496.00	57,496.00	9,166.31	(48,329.69)	15.94	46,094.62
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	200.00	200.00	33.99	(166.01)	17.00	255.34
205-47000-212 GASOLINE/FUEL	125.00	125.00	.00	(125.00)	.00	23.87
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	15,000.00	15,000.00	238.88	(14,761.12)	1.59	10,980.21
205-47000-240 SMALL TOOLS	1,000.00	1,000.00	.00	(1,000.00)	.00	3,463.44
TOTAL SUPPLIES	16,325.00	16,325.00	272.87	(16,052.13)	1.67	14,722.86
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	350.00	350.00	41.50	(308.50)	11.86	252.97
205-47000-360 INSURANCE AND BONDS	6,000.00	6,000.00	.00	(6,000.00)	.00	4,976.00
205-47000-381 ELECTRIC UTILITIES	20,500.00	20,500.00	1,904.46	(18,595.54)	9.29	14,855.22
205-47000-382 WATER/WASTEWATER UTILITIES	5,200.00	5,200.00	763.60	(4,436.40)	14.68	5,009.37
205-47000-383 GAS UTILITIES	4,200.00	4,200.00	326.34	(3,873.66)	7.77	2,250.46
205-47000-384 REFUSE HAULING	6,800.00	6,800.00	692.48	(6,107.52)	10.18	5,195.18
TOTAL OTHER SERVICES & CHARG	43,050.00	43,050.00	3,728.38	(39,321.62)	8.66	32,539.20
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	16,000.00	16,000.00	.00	(16,000.00)	.00	31,905.05
205-47000-413 BNSF PARKING LOT LEASE	1,750.00	1,750.00	2,421.50	671.50	138.37	1,716.20
205-47000-440 SCHOOLS & MEETINGS	.00	.00	.00	.00	.00	20.00
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	.00	(12,000.00)	.00	.20
205-47000-499 MALL ROOF PROJECT	.00	.00	.00	.00	.00	31,875.20
TOTAL MISCELLANEOUS	29,750.00	29,750.00	2,421.50	(27,328.50)	8.14	65,516.25
TOTAL MALL OPERATING EXPENSES	146,621.00	146,621.00	15,589.06	(131,031.94)	10.63	158,872.93

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	229,637.00	229,637.00	16,896.16			421,512.61
NET REVENUES OVER EXPENDITURE	140,363.00	140,363.00	31,606.75			157,992.99

<p>CAMBRIDGE EDA MEETING</p> <p>March 15, 2021</p> <p>BILLS LIST</p>
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Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	2/10/2021	119195 - 119244	3,076.18
Prepaid Checks	2/17/2021	119260 - 119281	323.65
Prepaid Checks	2/25/2021	119318 - 119364	2,106.05
Prepaid Checks	3/2/2021	119391	888.40
	Prepaid Totals		6,394.28

TOTAL SUBMITTED FOR APPROVAL

\$6,394.28

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 2/4/21-3/2/2021.

Caroline Moe 3-9-2021
Caroline Moe, Director of Finance signature & date

Linda Gerlach 3-10-2021
Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
Total 3056:			108.80
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	276.08
Total 3189:			622.32
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance March	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance March	1,145.25
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance March	381.75
Total 3258:			2,290.50
3521	Menards	Materials - Operating Supplies - Bridge Park	36.61
Total 3521:			36.61
5861	Walmart Community Card	Office Supplies - Bridge Park	13.70
Total 5861:			13.70
Grand Totals:			3,076.18

Dated: 2-11-2021

City Treasurer: Caroline Mure

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/21	02/10/2021	119195	1140	Cintas Corporation	205-20100	4.25
02/21	02/10/2021	119206	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	2,290.50
02/21	02/10/2021	119212	3056	Lake Superior Laundry Inc.	205-20100	108.80
02/21	02/10/2021	119215	3189	LePage and Sons	901-20100	622.32
02/21	02/10/2021	119222	3521	Menards	901-20100	36.61
02/21	02/10/2021	119244	5861	Walmart Business/SYNCB	901-20100	13.70
Grand Totals:						<u>3,076.18</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
1648	East Central Exterminating	February Service - Bridge Park	145.00
Total 1648:			145.00
2455	HDS, LLC	MTCS Transmittal Service	120.00
Total 2455:			120.00
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
Total 3056:			54.40
Grand Totals:			323.65

Dated: 2-17-2021

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/21	02/17/2021	119260	1140	Cintas Corporation	205-20100	4.25
02/21	02/17/2021	119268	1648	East Central Exterminating	901-20100	145.00
02/21	02/17/2021	119272	2455	HDS, LLC	901-20100	120.00
02/21	02/17/2021	119281	3056	Lake Superior Laundry Inc.	205-20100	54.40
Grand Totals:						<u>323.65</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	45.49
2350	HD Supply Facilities Maintena	Credit Materials - Operating Supplies - Bridge Park	45.49
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	67.55
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	51.02
Total 2350:			118.57
2474	I & S Group, Inc.	Progress Billing for Professional Services - Platting Spi	992.30
Total 2474:			992.30
3086	Landworks Construction, Inc.	Snow Removal & Salt/Sand - Bridge Park	245.00
Total 3086:			245.00
3521	Menards	Maintenance Supplies - Mall	19.99
Total 3521:			19.99
3721	Minnesota NAHRO	Agency Membership Renewal	335.00
Total 3721:			335.00
4020	Nan McKay & Associates, Inc	Model Admission & Cont. Policy Digital Revision Servic	239.00
Total 4020:			239.00
5801	Verizon Wireless	wireless phone service - Economic Development	89.69
5801	Verizon Wireless	wireless phone service - Maintenance	20.75
5801	Verizon Wireless	wireless phone service - Bridge Park	41.50
Total 5801:			151.94
Grand Totals:			2,106.05

Dated: 2-25-2021

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/21	02/25/2021	119318	1140	Cintas Corporation	205-20100	4.25
02/21	02/25/2021	119332	2350	HD Supply Facilities Maintenance Ltd	901-20100	118.57
02/21	02/25/2021	119333	2474	I & S Group, Inc.	205-20100	992.30
02/21	02/25/2021	119338	3086	Landworks Construction, Inc.	901-20100	245.00
02/21	02/25/2021	119344	3521	Menards	205-20100	19.99
02/21	02/25/2021	119347	3721	Minnesota NAHRO	901-20100	335.00
02/21	02/25/2021	119350	4020	Nan McKay & Associates, Inc	901-20100	239.00
02/21	02/25/2021	119364	5801	Verizon Wireless	205-20100	151.94
Grand Totals:						<u>2,106.05</u>

Vendor	Vendor Name	Description	Net Invoice Amount
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
Total 5965:			888.40
Grand Totals:			888.40

Dated: 3-2-2021

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/21	03/02/2021	119391	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						888.40

CAMBRIDGE EDA MEETING
 April 19, 2021
 BILLS LIST

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	3/10/2021	119405 - 119459	6,714.40
Prepaid Checks	3/17/2021	119472 - 119515	515.98
Prepaid Checks	3/24/2021	119539 - 119577	1,259.46
Prepaid Checks	3/31/2021	119593 - 119619	1,898.65
Prepaid Checks	4/7/2021	119647 - 119700	3,371.23
Prepaid Totals			13,759.72

TOTAL SUBMITTED FOR APPROVAL

\$13,759.72

I certify that the amounts listed above and detailed as attached, represent a complete and accurate representation of EDA disbursements from 3/3/21-4/7/2021.

Caroline Moe 4-7-21
 Caroline Moe, Director of Finance signature & date

Linda Gerlach 4-7-21
 Linda Gerlach, Finance Clerk signature & date

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			4.25
1648	East Central Exterminating	March Service - Bridge Park	145.00
Total 1648:			145.00
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	67.55
2350	HD Supply Facilities Maintena	Materials - Operating Supplies - Bridge Park	25.78
Total 2350:			93.33
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
Total 3056:			54.40
3189	LePage and Sons	Trash and Recycle Service - City Hall/Mall	346.24
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	276.08
Total 3189:			622.32
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance April	763.50
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance April	1,145.25
3258	I.U.O.E. Local 49 Fringe Bene	Health Insurance April	381.75
Total 3258:			2,290.50
3501	MEI Total Elevator Solutions	March Monthly Service - Bridge Park	260.62
Total 3501:			260.62
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	16.58
Total 3543:			16.58
3829	Minnesota Dept of Labor and	Elevator Annual Operation - Bridge Park Apts	100.00
Total 3829:			100.00
4011	NAC Mechanical & Electrical	Repairs & Maint Bldgs/Structures - Work Id 282924	2,580.00
Total 4011:			2,580.00
5965	White Bear IT Solutions LLC	Service SonicWALL Comp Gateway Security Suite	216.00
5965	White Bear IT Solutions LLC	Service SonicWALL Comp Gateway Security Suite	216.00
Total 5965:			432.00
6071	Zee Medical Service	First Aid Kit Supplies - Bridge Park	115.40

Vendor	Vendor Name	Description	Net Invoice Amount
Total 6071:			115.40
Grand Totals:			6,714.40

Dated: 3-10-2021

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/21	03/10/2021	119405	1140	Cintas Corporation	205-20100	4.25
03/21	03/10/2021	119409	1648	East Central Exterminating	901-20100	145.00
03/21	03/10/2021	119420	2350	HD Supply Facilities Maintenance Ltd	901-20100	93.33
03/21	03/10/2021	119421	3258	I.U.O.E. Local 49 Fringe Benefit Fund	901-20100	2,290.50
03/21	03/10/2021	119426	3056	Lake Superior Laundry Inc.	205-20100	54.40
03/21	03/10/2021	119428	3189	LePage and Sons	901-20100	622.32
03/21	03/10/2021	119432	3501	MEI Total Elevator Solutions	901-20100	260.62
03/21	03/10/2021	119435	3543	Metro Sales, Inc.	901-20100	16.58
03/21	03/10/2021	119436	3829	Minnesota Dept of Labor and Industry	901-20100	100.00
03/21	03/10/2021	119437	4011	NAC Mechanical & Electrical Services	205-20100	2,580.00
03/21	03/10/2021	119456	5965	White Bear IT Solutions LLC	901-20100	432.00
03/21	03/10/2021	119459	6071	Zee Medical Service	901-20100	115.40
Grand Totals:						<u>6,714.40</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
Total 1140:			8.50
3006	Kramer Mechanical Plumbing	Repairs - Bridge Park Apt	216.50
Total 3006:			216.50
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
Total 3056:			54.40
3086	Landworks Construction, Inc.	Snow Removal - Bridge Park	127.50
Total 3086:			127.50
3521	Menards	Maintenance Supplies - Mall	29.09
Total 3521:			29.09
4661	Quill Corporation	Office Supplies - Bridge Park	79.99
Total 4661:			79.99
Grand Totals:			515.98

Dated: 3/17/2021City Treasurer: Carolene Noel

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/21	03/17/2021	119472	1140	Cintas Corporation	205-20100	8.50
03/21	03/17/2021	119495	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	216.50
03/21	03/17/2021	119496	3056	Lake Superior Laundry Inc.	205-20100	54.40
03/21	03/17/2021	119497	3086	Landworks Construction, Inc.	901-20100	127.50
03/21	03/17/2021	119502	3521	Menards	205-20100	29.09
03/21	03/17/2021	119515	4661	Quill Corporation	901-20100	79.99
Grand Totals:						<u>515.98</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1201	Cliff's Vacuum	Vacuum and Bags - Bridge Park	265.33
	Total 1201:		265.33
2474	I & S Group, Inc.	Progress Billing Professional Services - Project 20-247	776.57
	Total 2474:		776.57
3521	Menards	Maintenance Supplies - Mall	34.03
	Total 3521:		34.03
3543	Metro Sales, Inc.	Ricoh MP C2004 Color Copier Contract Base Rate	27.34
	Total 3543:		27.34
5801	Verizon Wireless	wireless phone service - Economic Development	89.69
5801	Verizon Wireless	wireless phone service - Maintenance	20.75
5801	Verizon Wireless	wireless phone service - Bridge Park	41.50
	Total 5801:		151.94
	Grand Totals:		1,259.46

Dated: 3/24/2021

City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/21	03/24/2021	119539	1140	Cintas Corporation	205-20100	4.25
03/21	03/24/2021	119540	1201	Cliff's Vacuum	901-20100	265.33
03/21	03/24/2021	119552	2474	I & S Group, Inc.	205-20100	776.57
03/21	03/24/2021	119562	3521	Menards	205-20100	34.03
03/21	03/24/2021	119564	3543	Metro Sales, Inc.	901-20100	27.34
03/21	03/24/2021	119577	5801	Verizon Wireless	205-20100	151.94
Grand Totals:						<u>1,259.46</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
3056	Lake Superior Laundry Inc.	Mall Rugs	54.40
	Total 3056:		54.40
3675	MNCAR	Exchange Access - EDC Member	580.00
	Total 3675:		580.00
4211	Northland Fire Protection	Annual Inspection Fire Alarm System - Bridge Park	1,260.00
	Total 4211:		1,260.00
	Grand Totals:		1,898.65

Dated: 3-31-21

City Treasurer: Caroline Tve

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/21	03/31/2021	119593	1140	Cintas Corporation	205-20100	4.25
03/21	03/31/2021	119604	3056	Lake Superior Laundry Inc.	205-20100	54.40
03/21	03/31/2021	119615	3675	MNCAR Exchange	205-20100	580.00
03/21	03/31/2021	119619	4211	Northland Fire Protection	901-20100	1,260.00
Grand Totals:						<u>1,898.65</u>

Vendor	Vendor Name	Description	Net Invoice Amount
1140	Cintas Corporation	Uniform Rental - Maintenance	4.25
	Total 1140:		4.25
1648	East Central Exterminating	April Service - Bridge Park	145.00
	Total 1648:		145.00
3189	LePage and Sons	Trash and Recycle Service - Bridge Park	276.08
	Total 3189:		276.08
3501	MEI Total Elevator Solutions	April Monthly Service - Bridge Park	271.04
	Total 3501:		271.04
3521	Menards	Materials - Operating Supplies - Bridge Park	54.79
	Total 3521:		54.79
4011	NAC Mechanical & Electrical	Spring Semi-Annual Maintenance	1,731.67
	Total 4011:		1,731.67
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
5965	White Bear IT Solutions LLC	Service Agreement, Backup Service, Endpoint Protecti	444.20
	Total 5965:		888.40
	Grand Totals:		3,371.23

Dated: 4/7/2021City Treasurer: Caroline Mue

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/21	04/07/2021	119647	1140	Cintas Corporation	205-20100	4.25
04/21	04/07/2021	119655	1648	East Central Exterminating	901-20100	145.00
04/21	04/07/2021	119669	3189	LePage and Sons	901-20100	276.08
04/21	04/07/2021	119672	3501	MEI Total Elevator Solutions	901-20100	271.04
04/21	04/07/2021	119674	3521	Menards	901-20100	54.79
04/21	04/07/2021	119679	4011	NAC Mechanical & Electrical Services	205-20100	1,731.67
04/21	04/07/2021	119700	5965	White Bear IT Solutions LLC	901-20100	888.40
Grand Totals:						<u>3,371.23</u>

Resolution No. EDA R21-002

RESOLUTION AMENDING EDA BANK ACCOUNT SIGNERS

WHEREAS, due to retirement of a staff member, the EDA bank account signers list will need updating effective May 4, 2021;

NOW THEREFORE, BE IT RESOLVED BY THE EDA OF THE CITY OF CAMBRIDGE, ISANTI COUNTY, STATE OF MINNESOTA, that the individuals authorized to sign on the EDA bank accounts as of May 4, 2021 are as follows:

James Godfrey, EDA Board Member

Evan Vogel, EDA Secretary

Caroline Moe, EDA Executive Director

Adopted this 19th Day of April, 2021

Robert Shogren, EDA President

Attest:

Caroline Moe, Executive Director

Prepared by: Deb Barrett

RE: Report on Bridge Park Apartments Housing Operations

- Submitted MTCS report (vacancy report). All units are occupied at this time.
- Received vacate notice from #409 for April 30, 2021.
- Busy working on the annual recertifications for residents.
- Received notice from HUD for the 2021 Capital Fund, award amount is for \$56,920.00.

Prepared by: Deb Barrett

RE: Report on Bridge Park Apartments Housing Operations

- Submitted MTCS report (vacancy report). One resident vacating on April 30, 2020. Trying to rent this unit for May 1st.
- Residents yearly recertifications have been completed.
- Annual Fire Alarms inspection was completed on March 18, 2021. Horn on the 4th floor is not working, the horn is obsolete and can no longer be purchased. The horns will not function properly if just the one new one is installed with a different type. All the horns in the hallways will need to be replaced. The replacement of the new horns has been scheduled for April 12, 2021.
- Annual unit inspections have been scheduled for April 13th & 14th, 2021.
- Had Herzog Roofing out to put metal trim from top of the building back on after it blew off with the windy conditions we have had.

Prepared by: Deb Barrett

Background:

The EDA Board approved the five-year capital plan for Bridge Park Apartments on December 21, 2020. The next project to be completed in the plan is the renovation of the bathroom in each unit.

In order to minimize disruption for the tenants, staff recommends splitting the renovation into two phases as follows:

Phase 1—Resurface shower or bathtub (as applicable) in each 43 units (1 unit does not need to be resurfaced as they were done recently as part of a unit turnover and 1 unit has ceramic tile that does not need to be done). Also, when the resurfacing is done, the contractor will make any necessary repairs to make sure shower/bathtub is properly working and fixtures are in good condition. This phase is expected to disrupt a tenant’s use of the shower/tub for approximately 24 hours.

Phase 2--Replace cabinet, countertop, and medicine cabinet in the bathroom of each unit. This phase will be more disruptive. We would like to schedule this phase when COVID 19 issues have lessened.

Staff is asking the Board’s approval to seek bids on phase 1 of the bathroom renovations. Once bids are received, they will be brought back to the board for approval before awarding of a contract and work commencing. Staff would expect contract to be approved at the June 21 EDA meeting.

Recommendation:

Motion to approve staff to solicit bids for resurface shower or bathtub (as applicable) in 43 units and make repairs as necessary to make sure fixtures are in good condition.